
Government Purchase Card NEWSLETTER

Directorate of Contracting, Fort Riley, Kansas

JANUARY 2004

#02-04

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C.A.R.E. US BANK ON-LINE INFORMATION (NOT MANDATORY - REFERENCE ONLY)

Log into Care <https://care.usbank.com>, click on E-SERVICES (at the top of the page) that will open to the web based training site. Army information is under the CPP (Corporate Payment). When prompted, enter the following in lower case:

User Name: usbank

Password: wisdom (effective 5 December 03)

bright (effective 5 February 04)

IMPORTANT INFORMATION

- **REBATES** - 1st quarter rebates will be issued on the January CARE bill. Cardholders with **NO** January charges **MUST CERTIFY REBATES.**
- Government cardholders are tax-exempt. Fort Riley's tax number is **480628034**. If a vendor needs state tax letter cardholders can go to the GSA web site below print out the appropriate state letter and fax it to the vendor. You can also call the bank with the vendor's fax number and they will send the appropriate state tax letter.

<http://www.fss.gsa.gov/services/gsa-smartpay/taxletter/>

- **MANDATORY USE OF CARE TRANSACTION LOG** - This information was published in the April 03 newsletter however continues to be a problem. It is the responsibility of all Billing Officials to ensure cardholders are complying with this mandatory requirement. "All cardholders must use the MANDATORY Transaction Management Log properly. We are currently checking all accounts and will e-mail the Billing Official if we find cardholders are not entering their purchases into the Transaction Log and reconciling properly. The CARE MANUAL gives detailed information on LOG DETAIL documentation and reconciliation. Remember we are here to help all Billing Officials and Cardholders use TMM properly. Proper entry and reconciliation gives visibility to many who might have questions about purchases. Be sure to detail purchase in the comment section. Office supplies do not have to be entered separately, just reference the receipt."
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IMPORTANT INFORMATION FROM DES:

Insect Repellent Vendors Approach Contracting Officers: We have recently been informed that at several Army installations vendors have contacted supply and contracting offices offering a variety of insect repellents. Some of the items being offered include wristbands, beanbags and lotions containing natural ingredients. None of these products have been shown to be as effective as the repellents in the National Stock System. The DEET repellent, when used with a permethrin-treated uniform, provides the most effective protection available.

FORSCOM reg 700-2, AR 200-5, 2-13, b. (2) and AR 40-5 permits units to have Field Sanitation Kits that include insect repellents. The list of repellents available for units includes:

- a. 6840-01-278-1336, Insect Repellent, clothing application only, Permethrin Arthropod Repellent, (12) 6 oz. cans.
- b. 6840-01-24-3982, Insect Repellent, personal application (on the skin), 3M/EPA 58007-1, (12) 2oz. tubes. (Best choice to give out to soldiers for general insect repellent.)
- c. 6840-01-334-2666, Insect Repellent, clothing application only, 40% permethrin concentrate, liquid, (for B&B sprayers), for certified applicators (S91 MOS), (12) 151 ml bottles.

d. 6840-01-137-8456, Insect Repellent, personal application (on the skin), 3% benzocaine, 10% precipitated sulfur (Chigg-Away), 188 ml bottles.

e. 6840-01-288-2188, Insect Repellent, personal application (on the skin) and sunscreen, 20% DEET/SPF 15, Sunset, (12) 2 oz. tubes.

f. 6840-01-452-9582, Insect Repellent, personal application (on the skin) and sunscreen, 20% DEET/SPF 15, Sunset, 320 packets.

g. 6840-01-493-7334, Insect Repellent, personal application (on the skin) and camouflage face paint (New CFP with DEET), 12/box
h. 6840-01-345-0237, Insect Repellent, clothing application only, permethrin (IDA), 12 kits.

i. 6840-00-142-8965, Insect Repellent, personal application (on the skin), Cutter Repellent Stick, (12) 1 oz. sticks.

Permethrin treated uniforms can be obtained through the Government warehouses when in stock. The installation also has a certified pesticide business that can treat uniforms for soldiers. Given sufficient time, new uniforms can be treated by the contractor before deployment. Even units not deploying may desire to get training uniforms treated to reduce the incidence of tick and chigger bites while in the field.

As a reminder, DA policy states that the only certified pesticide applicators (including 91S MOS) can purchase and apply any other type of pesticide product (this includes weeds and feed fertilizers and other weed killers).

If you would like more information on the DoD Insect Repellent System, please visit the Armed Forces Pest Management Board's (AFPMB) Technical Guide #36, *Personal Protective Measures Against Insects and Other Arthropods of Military Significance* (<<<http://www.afpmb.org/coweb/guidance_targets/ppms/TG36/TG36.htm>>>) or call MAJ Dwight Rickard, Contingency Liaison Officer, AFPMB, DSN 295-7476 or commercial (301) 295-7476.

IMPORTANT INFORMATION FROM DOIM

Inexpensive Printer/Scanner/Fax machine (with modems.)

1. They are illegal due to the fact that they have a modem which creates a backdoor into an Army Network. If caught, DA could shut down the entire Fort Riley net or at least the building

where the system is located for an unspecified period of time. DOIM has already been warned about that by the Defense Information Systems Agency that continually scans our net.

2. Inexpensive ones are cheaply made and break easily.
3. DOIM will not support them for repair/maintenance.
4. DOIM does require a CAPR for all IT equipment per Command Group.

Starting in October all GPC classes will be held once a month at the Directorate of Contracting office, Bldg 802 from 0800-1200.

FY04 GPC CLASS DATES

JANUARY 13
FEBRUARY 10
MARCH 9
APRIL 13
MAY 11
JUNE 8
JULY 13
AUGUST 10
SEPTEMBER 14

A memo (format is available on the Ft. Riley Intranet under DOC then GPC information) must be submitted PRIOR TO CLASS. Memo must first be routed through your budget office either by e-mail, mail or distribution for each individual attending. The budget offices will then forward to DOC.

Prior to attending the 4-hour classroom instruction attendees must take a 4 hour on-line tutorial and fax us a copy of their certificate. We must have a copy of your certificate before you can attend the classroom training. Fax the certificate to 239-3085.

The online web site is http://clc.dau.mil/kc/no_login/portal.asp this will be your first visit, so you will need to register and establish your login and password.

1. Register and establish your login and password
2. Once registered, log in and click on the "Learning Center" button.
3. Click "Course Information and Access".
4. Under self-paced modules scroll down to DOD GOVERNMENT PURCHASE CARD TUTORIAL and begin.

5. You must take the "Post Test" before you will be able to print your certificate.

CURRENT GPC POC'S

* MANDATORY APPROVAL PRIOR TO PURCHASE

* DOIM - 239-3646(ADP, RADIOS AND PAGERS)
DOL DINING FACILITIES - JULIUS THOMAS - 239-1427
DOL SUPPLY, BLDG 7836 - THELL ROBINSON/CINDY GALLANT - 239-1909
* ICPBO, BLDG 229 WEST - Gene Douglas - 239-2850
MWF UNIT FUNDS - 239-8990
* PRINT PLANT, BLDG 263 - GARY MARSTON - 239-2532 (mandatory source)
* PW, BLDG 330 - STEVE HANNA, 239-0005 (facilities/grounds work (real property))
SJA, BLDG 200 - KEVIN LACHANCE - 239-3644
* TSC, BLDG 8388 - GEORGE EADS - 239-1492 (all training equipment)
TRANSPORTATION, BLDG 1502 - ANDY ATCHISON - 239-3441 (FEDEX/UPS)
* DES, BLDG 1020 - JEROLD SPOHN - 239-2006 (pesticides/pest control services)

Billing Officials MUST provide these newsletters to all cardholders for their information and files. Yearly inspections require all newsletters to be in

Comments and suggested changes to this newsletter are welcome. Contact Barbara Rawlings, Agency Program Coordinator, Barbara.Rawlings@riley.army.mil 239-6014 or Mary Roehm, Alternate Agency Program Coordinator Mary.Roehm@riley.army.mil 239-0459.

NAF POC

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